

How to View your User Profile

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Overview

Once you are logged on to CareRight, you can access your User Profile by clicking on your user name in the top right hand corner of the screen.

The following areas are available under this menu:

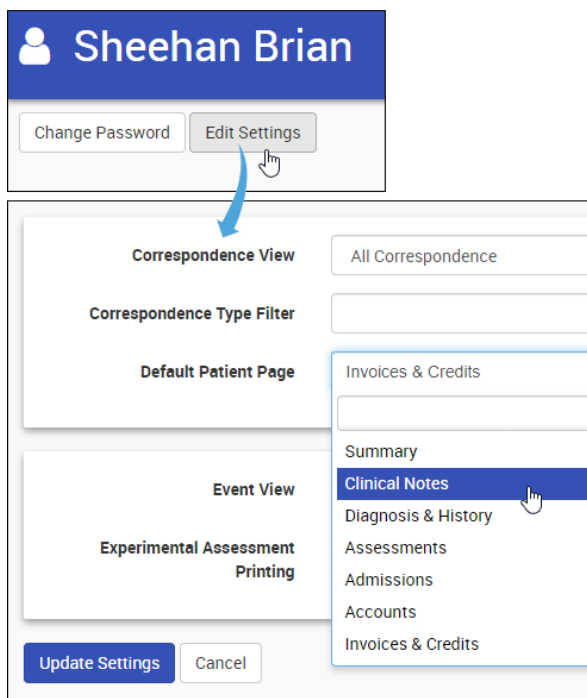
- User Profile
- Administration (if you have sufficient access rights)
- Logout

Patient View Options

Within your user profile, you can modify how you would like to view patient records. By default, when you click **Show** for a patient, the patient's Summary screen appears.

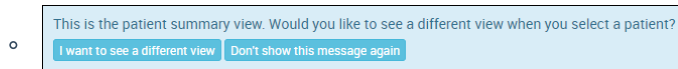
This can be modified so that only specific areas of a patient record appear when **Show** is clicked.

1. Open your User Profile.
2. Click **Edit Settings**.
3. In the **Default Patient Page** field, select a page to display when you Show a patient's profile (refer to list below).
4. Click **Update Settings**.



Default patient pages include the following:

- **(blank)**: If selected, the Summary screen appears (default action) when you click **Show** for a patient. When a patient record is viewed for the first time after this option has been selected, a message panel will appear at the top of the screen stating:



- Clicking the first option will return you to this selection screen and clicking the second option will set the default page to the Summary screen.

- **Summary:** The default screen.
- **Clinical Notes:** Displays clinical notes.
- **Diagnosis & History:** Displays Problems and Working Diagnoses panels.
- **Assessments:** Displays Current Assessments (default view).
- **Admissions:** Displays Current Admission and Admission History panels.
- **Accounts:** Displays Patient Accounts and Inactive Patient Accounts panels.
- **Invoices & Credits:** Displays Today's Invoices, Receipts and Refunds (default view).

Permissions

If the profile option is set to a non-Summary screen, CareRight will verify that you have the relevant view permissions for the associated screen. If you lack the required permissions, the Summary screen will appear along with an error message stating that you lack the necessary permissions to view the non-Summary page.

How to Change your Default Calendar View (v6.67.8 Enhancement)

1. Open your User Profile.
2. Click **Edit Settings**.
3. In the Default Calendar View, select a default view to use for your calendar when using CareRight.
 - a. **Note:** For Admins, this selection will override the default calendar view Global Setting.

Sheehan Brian

Change Password

Edit Settings

User Authentication

Username

brian

Email

briansheehan@gmail.com

Correspondence View

All Correspondence

Correspondence Type
Filter

Default Patient Page

Summary

Default Calendar View

Select from list

Enter Key In Editor

Event View

Experimental
Assessment Printing

Patient Account
Grouping

Assessment Team

Burswood

Clintel Clinic

Dr Jones

Dr Ned

Dr Ned Only

Dr Smith

Guarantor

Update Settings

Cancel